



State of California—Health and Human Services Agency
Department of Health Care Services



EDMUND G. BROWN JR.
GOVERNOR

PPL No. 12-015

DATE: September 4, 2012

TO: Local Educational Consortia (LEC) and
Local Governmental Agency (LGA) Coordinators for
School-Based Medi-Cal Administrative Activities (SMAA)

SUBJECT: **Notification of the Time Survey Period for Local Educational
Agencies (LEAs) Claiming MAA for the Second Quarter of Fiscal Year
(FY) 2012-2013**

This Policy and Procedure Letter (PPL) is notification of the designated second quarter time survey week for FY 2012-2013 for LEAs. The time survey results are used to determine the percentage of time spent on allowable MAA.

The time survey week for the second quarter of FY 2012-2013 begins on Friday, December 21, 2012. Staff are required to time survey for five consecutive days when students are in session, in accordance with the latest approved California SMAA Manual which is available for download at:

<http://www.dhcs.ca.gov/provgovpart/Pages/SMAAManual.aspx>

LECs and LGAs must ensure LEAs use the latest official Time Survey Template which is available for download at:

<http://www.dhcs.ca.gov/provgovpart/pages/SMAATimeSurveyForms.aspx>.

If you have any questions or require further assistance regarding this PPL, please contact Ms. Carolyn Cain-Smith, Chief of the SMAA Unit, by telephone at (916) 552-9049, or by email at Carolyn.Cain-Smith@dhcs.ca.gov.

Sincerely,

Geri Baucom, Chief
Administrative Claiming, Local and School Services Branch